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UM news

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IMMEDIATELY

UM OFFERS BUSINESS WRITING WORKSHOP

MISSOULA--

A professional workshop on "Writing Effective Reports and Letters" will be presented at the University of Montana Sept. 18 and 19. The sessions will run from 9 a.m. to 4 p.m. in the Montana Rooms of the University Center.

The course is designed to teach how to write clear, concise business letters and memos. It will cover organization, brevity and style.

The workshop coordinator is Mary Ellen Campbell, who teaches business writing and advertising copy writing at the University. She is also a communications consultant and free-lance writer for business firms and government agencies.

Campbell has worked in advertising and publicity for J. Walter Thompson and Estee Lauder in New York City and has been an editor/abstractor for the National Council of Teachers of English in Champaign, Ill. She holds a master's degree in English from the University of Illinois.

The fee for the workshop is \$85. Enrollment is limited and will be accepted on a first-come, first-served basis. Completed registration forms must be returned to the UM Center for Continuing Education by Sept. 11. Forms are available at the center, University of Montana, Missoula, MT 59812. Reservations will also be accepted by telephone: (406) 243-2900. Reservations will not be confirmed, however, until the fee is paid.

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BUSINESS WRITING WORKSHOP--2

Program information is available from Mary Ellen Campbell, Department of Management, University of Montana, Missoula, MT 59812. Her telephone number is (406) 243-6790.

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